



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Administrative Coordinator
3		(Emergency Management Planner)
4	Posting Number	PN# 109460
5	Department	FINANCE & ADMINISTRATION
6	Division	Emergency Management
7	Section	5320 N. Shepherd Dr.
8	Reporting Location	M - F, 8 a.m. - 5 p.m.*
	Workdays & Hours	*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Develops and coordinates citywide comprehensive emergency planning activities with city departments, private industry, educational institutions, governmental agencies and etc. Provides planning and technical assistance to organizations, governmental agencies, the general public, private industry and other City departments. Serves as liaison to a broad range of committees and organizations. Researches and formulates recommendations to specific committees, groups and organizations. Reviews plans and procedures for compliance with specific guidance, ordinances, or regulations. Conducts emergency preparedness presentations to the public. Participate in EOC activation and serve as duty officer on rotating basis responding to severe weather events, multi-alarm fires, utility outages, or other emergencies. This position will require attending meetings, visually observing and differentiating details; making quantitative computations; preparing written reports and analyzing abstract information. Must be able to respond from residence to the Houston EOC within 60 minutes. May be required to drive on city business.

10 **WORKING CONDITIONS**

Performing these duties involve being available by pager and/or cellular phone; operating a city vehicle; dealing with people in tense situations; responding to emergencies; standing and walking for extended periods; exposure to significant levels of heat; cold, moisture, air pollution. May be required to lift up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires Bachelor's degree in Business Administration, Liberal Arts, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
Requires a valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**
Requires application of advanced principles, techniques, and theory obtained in Emergency Management. Five years of increasingly responsible emergency management or response experience preferred. In depth, excellent verbal and written skills and training experience are a plus. Candidate should have completed some of the State's Emergency Management & FEMA courses. Proficient in personal computer skills and experience using Microsoft Office suites of products.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ YES ☐ NO
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range - Pay Grade 24
\$1,419.00 - \$2,048.00 Biweekly \$36,894.00 - \$53,248.00 Annually

18 **OPENING DATE** March 22, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. For application status, please call (713) 837-9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.**

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